



## United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Washington, D.C. 20240

**MAY 03 2018**

IN REPLY REFER TO:

### Memorandum

To: School Administrators

From: Tony L. Dearman  
Director, Bureau of Indian Education

Subject: Safety Bulletin Board

Please work with your school safety committee and/or your collateral duty safety officers in establishing a safety bulletin board. The safety bulletin board should be centrally-located in an area that is accessible to all employees, such as a break room, training room, hallway, etc. These bulletin boards should be reviewed monthly to ensure that information is up-to-date.

Items you must include are:

1. BIE Director's Commitment to the Safety and Health Program
2. DOI Poster - Occupational Safety and Health Protection for Employees
3. Occupational Safety and Health Administration (OSHA) 300A Summary - Required from February 1 - April 30
4. Most recent Annual Safety and Health Inspection Report
5. What A Federal Employee Should Do When Injured At Work (CA-10 Form)
6. Indian Affairs (IA) Employee Office of Workers' Compensation Programs (OWCP) Checklist
7. IA Supervisor OWCP Checklist
8. Serious Accident Notification Form
9. Employee Report of Unsafe or Unhealthful Working Condition Form
10. Emergency Contact Information Form

Additional items you may want to include on the safety bulletin board are: safety newsletters, safety committee meeting minutes, notices for upcoming meetings, trainings, or other safety-related events, first-aid procedures, CPR procedures, etc.

If you have questions about this requirement, please contact Gabriel Draper, BIE Safety and Occupational Health Manager, by telephone at (505) 563-5368 or by email at [gabriel.draper@bia.gov](mailto:gabriel.draper@bia.gov).

Thank you for your attention to this important matter.